



WEARE POLICE DEPARTMENT FULL-TIME POLICE OFFICER



Position Described

The Weare, New Hampshire Police Department, a CALEA Nationally Accredited police department, is seeking qualified community oriented applicants for the position of **FULL-TIME POLICE OFFICER**. The applicant selected to serve as Full-Time Police Officer will provide law enforcement and community-oriented services to this geographically significant rural residential community of 9,000 year 'round and 14,000 summer residents.

Officers patrol an assigned area for the purpose of community service, crime prevention and law enforcement. Duties include but are not limited to the investigation of crimes; identification/apprehension of offenders; traffic enforcement and the provision of emergency services. Candidates must have the ability to exercise good judgment / common sense / discretion, and be able to analyze situations quickly and objectively. Applicants must be able to make effective decisions in emergency and non-emergency environments.

Minimum Requirements

- " Applicants must be US Citizen;
- " Applicants must be 21 years old by the anticipated date of appointment;
- " Applicants must be a high school graduate or hold a GED;
- " Physical Fitness Testing minimums will be re-tested once every three years. Go to <http://www.pstc.nh.gov/faqs.htm> for medical and physical fitness requirements.

Preferred Qualifications

- " Extensive police service with certification from NHPSTC or a Full Time Police Academy recognized by NHPSTC;
- " Bachelor Degree from an accredited college or university; and/or,
- " Prior military service.

Weare Police Department will assist out-of-state certified Full-Time Officer candidates attain full New Hampshire certification, as applicable.

Compensation and Benefits

- " Police Officers are represented by the New England Police Benevolent Association (NEPBA);
- " Police Officers work a four days-on, three days-off schedule;
- " Police Officer starting wages are based on a ten-step scale between \$40,747-\$55,000 (DOQ);
- " Police Officers accrue 100 hours of annual leave and 120 of sick leave in their first year;
- " Police Officers participate in the New Hampshire Retirement System Group II defined retirement program;
- " Medical and life insurance;
- " Eleven (11) paid holidays;
- " Full uniform and equipment issue and annual replacement allowance; and,
- " Education incentive up to \$1500 annually.



APPLY NOW!

Send a letter of interest, professional resume and Town of Weare Employment Application

(<http://www.weare.nh.gov/town-administrator/pages/job-opportunities>) to Lt. Frank Hebert by e-mail to frank.hebert@wearepolice.com, by fax to 603-529-0606 or by USPS to Weare Police Department, 144 North Stark Highway, Weare, New Hampshire 03281. **APPLICATION DEADLINE NOVEMBER 11, 2015.**

THE WEARE POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER





WEARE POLICE DEPARTMENT PART-TIME/RESERVE POLICE OFFICER



Position Described

The Weare, New Hampshire Police Department, a CALEA Nationally Accredited police department, is seeking qualified community oriented applicants for the position of **PART-TIME POLICE OFFICER**. The applicant selected to serve as Part-Time Police Officer will provide law enforcement and community-oriented services to this geographically significant rural residential community of 9,000 year 'round and 14,000 summer residents.

Officers patrol an assigned area for the purpose of community service, crime prevention and law enforcement. Duties include but are not limited to the investigation of crimes; identification/apprehension of offenders; traffic enforcement and the provision of emergency services. Candidates must have the ability to exercise good judgment / common sense / discretion, and be able to analyze situations quickly and objectively. Applicants must be able to make effective decisions in emergency and non-emergency environments.

Minimum Requirements

- " Applicants must be US Citizen;
- " Applicants must be 21 years old by the anticipated date of appointment;
- " Applicants must be a high school graduate or hold a GED;
- " Physical Fitness Testing minimums will be re-tested once every three years. Go to <http://www.pstc.nh.gov/faqs.htm> for medical and physical fitness requirements.

Preferred Qualifications

- " Extensive police service with certification from NHPSTC or a FULL TIME Police Academy recognized by NHPSTC;
- " Bachelor Degree from an accredited college or university; and/or,
- " Prior military service.

Weare Police Department will assist out-of-state full-time certified candidates attain full New Hampshire certification, as applicable.

Compensation and Benefits

- " Part-Time/Reserve Officers, are represented by the New England Police Benevolent Association (NEPBA);
- " Part-Time/Reserve officers work on a 10-hour shift/per diem basis but no more than 28 hours per week;
- " Part-Time/Reserve Officer wages are competitive to the region (DOQ);
- " Full uniform and equipment issue and annual replacement allowance; and,
- " Education incentive up to \$1500 annually.

In 2016, qualified Part-Time/Reserve Officers are being specifically recruited for assignment as a Problem Oriented Police Officer with dual responsibilities in Patrol and Investigations.



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(<http://www.weare.nh.gov/town-administrator/pages/job-opportunities>) to Lt. Frank Hebert by e-mail to frank.hebert@wearepolice.com, by fax to 603-529-0606 or by USPS to Weare Police Department, 144 North Stark Highway, Weare, New Hampshire 03281. **APPLICATION DEADLINE NOVEMBER 11, 2015.**

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WEARE POLICE DEPARTMENT

FULL-TIME ADMINISTRATIVE SECRETARY



Position Described

The Weare, New Hampshire Police Department, a CALEA Nationally Accredited police department, is seeking qualified community oriented applicants for the position of **FULL-TIME ADMINISTRATIVE SECRETARY**. The applicant selected to serve as Full-Time Administrative Secretary will provide confidential administrative support for the delivery of law enforcement and community-oriented services to this geographically significant rural residential community of 9,000 year 'round and 14,000 summer residents.

The duties and responsibilities of the Administrative Secretary include, but are not limited to: telephone, radio and written communications; use Microsoft Office and IMC Police Report Management Software; receiving visitors to the Weare Police Department; conducting research/analysis; manage accounts payable/receivable; data entry; filing and records retention; purchasing and other office management related tasks as directed.

Minimum Requirements

- " Applicants must be US Citizen;
- " Applicants must be 18 years old by the anticipated date of appointment;
- " Applicants must be a high school graduate or hold a GED;
- " Demonstrable proficiency with Microsoft Office or similar office management software; and,
- " Fluent in the use of the English language in written and oral communications

Preferred Qualifications

- " Extensive police / confidential secretarial service;
- " Mastery of IMC Report Management Software;
- " Mastery of Microsoft Office software products;
- " Bachelor Degree from an accredited college or university; and/or,
- " Prior military service.

Compensation and Benefits

- " Administrative Secretary works a five days-on, two days-off dayshift schedule;
- " Starting wages are regionally competitive (DOQ);
- " Administrative Secretary accrues 10 days of annual leave and 15 days of sick leave in the first year;
- " Administrative Secretary participates in the New Hampshire Retirement System Group I defined retirement program;
- " 80% Medical insurance or buy-out if qualified;
- " Dental insurance available;
- " Eleven (11) paid holidays;
- " Tuition reimbursement available; and,
- " Longevity pay after 10 years of service.



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(<http://www.weare.nh.gov/town-administrator/pages/job-opportunities>) to Lt. Frank Hebert by e-mail to frank.hebert@wearepolice.com, by fax to 603-529-0606 or by USPS to Weare Police Department, 144 North Stark Highway, Weare, New Hampshire 03281. **APPLICATION DEADLINE NOVEMBER 11, 2015.**

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